



# city of greenville

## Surface Encroachment Permit Application

Contact Construction & Inspection – (864)467-8890

Contact Kim Jones for questions regarding signs – (864)467-4557

**\*\* Surface Encroachment Permit Application must be complete with the required information (see attached) before application can be processed.**

### Applicant Information

Name (First, Last, Middle): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

### Business Name/Physical Address of Encroachment

Name of Business applying for Surface Encroachment Permit:

\_\_\_\_\_

Physical Address of Proposed Encroachment:

\_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Email: \_\_\_\_\_

Business Representative Contact Information:

Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_

### Property Owner Information

Name (First, Last, Middle Initial): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

### Contractor's Information

Name (First, Last, Middle Initial): \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

### Acknowledgement

*I certify that all statements on this application are true and accurate to the best of my ability. If approved, I understand that the encroachment permit is a temporary license which may be denied, suspended or revoked for any conduct which is contrary to the provisions of the section or for any conduct of the business in such a manner as to create a public nuisance, or constitute a danger to the operator's or public's health, safety, or welfare. No property right is created by this ordinance and the decision of the City Manager shall be final.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Submit completed application to the Construction Inspection Department  
206 S Main St., Basement Floor City Hall 864-467-8890**



## **Required Information for Surface Encroachment Permit**

1. Completed Application, all required information spaces must be completed.
2. Application Fee: \$50 Payable to the City of Greenville
3. Detailed, scaled drawing of the proposed surface projection to include length, width, height into the ROW. This drawing must include the property lines and indicate the specific depth/dimension each object projects into public Right of Way.
4. The detailed drawing must be signed and sealed by a South Carolina registered engineer.
5. Proof of an insurance policy, issued by an insurance company licensed to do business in the State of South Carolina, protecting the City from all claims from damage to property and bodily injury, including death, which may arise from the operation under or in connection with the encroachment permit. Such insurance shall name as an individual insured the City and shall provide that the policy shall not be terminate or be canceled prior to the expiration date without 30 days advanced written notice from the City. The policy shall be in an amount of no less than \$1,000,000.
6. Application process and minimum timeline. Process: After the application is determined to meet submission sufficiency it will begin the review process. Adjacent property owners will be contacted and given the opportunity to view the request and/or comment. Once the time limit has expired for comments, the application will then route through internal staff review. If the application clears staff review a legal agreement is prepared and sent to the applicant to obtain all required signatures. When the signed document is returned the application request will be placed on Council Agenda for formal action by City Council. If the application is approved by Council the legal agreement will be sent to the City Manager for signature. The executed legal document will be recorded at Greenville County Register of Deeds office. The applicant is notified the agreement has been approved/recorded.  
Timeline: The process, since it requires staff review, Council action and recording at the Greenville County ROD office will take a minimum of 10 weeks. If there are any questions or issues during any portion of the review/approval process the overall processing time will increase.